

ICMPD Job Profile

Project Officer – Partnerships, Outreach and Communications¹ (India)

Functional Overview

Within the Project “European Legal Gateway Office Pilot in India” and directly reporting to the Project Manager in New Delhi, India, the Project Officer – Partnerships, Outreach and Communications contributes to the implementation and coordination of stakeholder engagement, partnership development, outreach and communication activities under the project. This includes cooperation with Indian ministries, state-level authorities, skilling bodies, universities, research institutions and private sector actors, as well as engagement with EU Member State embassies in India, their partner agencies and relevant EU institutions.

In coordination with the Project Manager and the EU Support Office in Brussels, the incumbent contributes to the implementation of partnership and outreach activities and supports structured information exchange between project partners in India and the EU. The role also contributes to project communication and digital outreach activities to enhance the visibility of the EU–India Legal Gateway initiative.

The incumbent also serves as the operational focal point for Junior Project Officers supporting regional outreach activities, providing coordination and operational guidance to support consistent implementation of project activities across the assigned regional clusters.

Key Results

Project Cycle Implementation: In support of the Project Manager, supports implementation of project activities across the full project cycle, including planning, coordination of resources, monitoring of budgets and tracking of deliverables and risks. Contributes to reporting on progress, financial and resource utilisation, and mitigation of operational risks. Ensures that outreach, partnership and communication activities are implemented in line with project work plans and EU visibility requirements. Operational coordination provided to Junior Project Officers supporting regional outreach activities, including consolidation of outreach plans, activity inputs and reporting to ensure coherent implementation across regional clusters. Short-term contracts for experts, consultants and service providers working on partnership and outreach elements, coordinated and performance monitored in accordance with agreed terms of reference and specifications.

Partnerships and Stakeholder Engagement: Partnerships with relevant institutions in India and the EU supported and maintained to advance the objectives of the EU–India Legal Gateway initiative. Stakeholder and institutional mapping conducted and background research compiled to inform partnership development and sustainability. Cooperation with Indian ministries, state authorities, skilling bodies, universities, research institutions and private sector actors supported, alongside engagement with EU Member State embassies, relevant EU bodies and partner organisations. Preparation and coordination of partnership arrangements supported, including memoranda of understanding and other cooperation frameworks. Maintains structured

¹ This profile is classified at LP2.

tracking of partnerships and stakeholder relationships and supports coordination with the EU Support Office in Brussels to ensure alignment of partnership activities between India and the EU.

Outreach Communication and Visibility: Outreach and stakeholder engagement activities implemented to promote the EU as a coordinated destination for skilled talent and strengthen cooperation between Indian and EU stakeholders. Consultations, meetings, roadshows, university events, workshops and related activities organised and implemented in line with the project work plan. Study visits and recruitment-related initiatives involving EU Member State representatives, employers and higher education institutions supported, including logistical coordination and stakeholder matchmaking with relevant Indian partners. Communication and digital outreach activities implemented in line with EU visibility and branding requirements, including preparation and dissemination of digital content, presentations, social media messaging and visibility materials. Coordination maintained with the ICMPD Corporate Communications Unit and relevant stakeholders to ensure coherent messaging and compliance with communication guidelines. Participation data, outreach indicators and engagement results compiled to support monitoring and reporting.

Support to Project Development: In collaboration with the Project Manager in India, inputs provided to identification and development of new project concepts and potential resources, based on a review of project results and recording of best practices and lessons learned. Inputs to concept development and identification of partnership opportunities effectively compiled in support of project expansion and sustainability. Background research, lessons learned and analytical inputs systematically prepared.

Required Expertise

- Capability to support the implementation of activities across the full project cycle in an international or donor-funded context, including planning, monitoring and reporting in line with work plans and administrative procedures.
- Proven experience in stakeholder engagement and partnership coordination in India, including interaction with central and state-level government institutions, skilling bodies, higher education institutions and private sector actors.
- Experience organising and coordinating multi-stakeholder activities such as consultations, outreach events, workshops, study visits or similar initiatives.
- Experience implementing outreach and communication activities, including preparation of digital content, communication materials and social media messaging.
- Familiarity with digital communication tools, social media management platforms and analytics to monitor engagement and support communication activities.
- Strong drafting and analytical skills, including the ability to prepare briefing notes, reports and stakeholder communications.
- Strong organisational, interpersonal and cross-cultural communication skills, with the ability to manage multiple activities and maintain effective working relationships with institutional partners.

Qualifications, Experience and Language Skills

- Master's degree in migration studies, international relations, public policy, communications, development studies, social sciences or a related field.
- Minimum of 3 years of relevant professional experience in project implementation, stakeholder engagement, outreach coordination or communications in an international or donor-funded context.
- Demonstrated experience engaging with governmental institutions (central and/or state level), higher education institutions, skilling bodies or private sector actors in India.
- Experience working with Indian government counterparts, EU institutions, EU Member State embassies, international organisations or diplomatic missions is highly desirable.

- Experience organising and supporting stakeholder consultations, outreach events, study visits or other multi-stakeholder activities.
- Proficiency in written and spoken English and Hindi; knowledge of additional Indian languages is an asset.
- Proficiency in the use of standard IT tools; familiarity with digital communication or design tools (e.g. Adobe Creative Suite or similar platforms) is considered an asset.